

Washington State Bicycle Racing Guidelines

January 1998



**Washington State
Department of Transportation**

The Washington State Bicycle Racing Guidelines are dedicated to the memory of Cooper Jones, who lost his life competing in a bicycle time trial. These guidelines were created so that others who share Cooper's dedication and passion for competitive cycling may continue to safely enjoy bicycle racing.

These guidelines were created with the help of a group whose efforts and thoughts are reflected in every page. Members of the group are:

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Date: December 16, 1998

From: David K. Peach

Phone: (360) 705-7280

Subject: Bike Racing Guidelines Revision

To: All Holders of the Washington State Bicycle Racing Guidelines

Please note the following revision. On Page 17, replace the text under **Race Signs** in its entirety with:

Road race approach to intersection signs shall meet the following criteria. These signs shall be orange with black lettering and be mounted so that they are essentially rigid. Approach to intersection signs shall be installed at least one foot off the ground. They may be installed on tripods or barricades for ease in installing and moving.

Reflective sheeting for approach to intersection signs may be required by the Region Traffic engineer under some conditions. Examples of when reflective sheeting is needed include bicycle race events held in low light conditions (because of time of year or weather conditions), twilight, during darkness, or other factors.

Signs may be fabricated from roll-up material or rigid sign blank as prescribed in Section 9-28 of the Department's Standard Specifications. When reflective signs are needed the reflective level of orange background shall meet the requirements for Type 1 reflective sheeting as provided for in Section 9-28 of the Department's Standard Specifications.

The sign blank and reflective specifications may be obtained from any Department Region Traffic Office or from the Olympia Service Center. A list of sign fabricators may be obtained from the Olympia Service Center Traffic Office. See Appendix C for addresses and phone numbers.

Also, attached is an additional figure for Appendix B which illustrates typical traffic control for right turns off a local roadway and onto a state highway at a major intersection.

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Table of Contents	Page
Introduction	5
Definitions	6
Types of Bicycle Races	10
Time Trial	10
Criterium	10
Road Race	10
Stage Race	10
Cyclocross	10
Mountain Bike	10
Duathlon, Triathlon, or Multi-sport Event	10
Relay/Cross Country	10
Other Organized Bicycling Events	11
Recommended Conditions for Permit	12
General Conditions	12
Special Conditions by Race Type	13
Time Trial	13
Criterium	13
Road Race	14
Duathlon/Triathlon/Multi-sport Event	15
Certified Flaggers and Marshals	16
General Conditions	16
Special Conditions	16
Signing Standards	17
Race Signs	17
Pre-Race Signs	17
Intersections	18
Escort Vehicles	18
Race Caravan / Rolling & Protected Enclosure	19
Basic Concepts	19
USCF Centerline Rules	19
Escort Vehicles	20

Police Escorts	20
Motorcycle Marshals	20
Race Officials	20
Support Vehicles	20
Racecourse Planning	21
Resources	
Flagger Training	23
Manual of Uniform Traffic Control Devices	23
United States Cycling Federation/USA Cycling	23
Washington State Bicycle Association	23
Bicycle Race Checklist	24
WSDOT Bicycle Race Permit Application Form	25
Day of Event Marshal Certificate	27
Appendices	
Appendix A	
Typical Road Race Rolling Enclosure Diagrams	29
Appendix B	
Illustrations of Traffic Control Signs and Intersections	32
Appendix C	
WSDOT Traffic Offices Addresses and Phone Numbers	35
Appendix D	36
List of Acronyms	

Introduction

The State of Washington, the Washington State Department of Transportation (Department), the Washington Bicycling Advisory Committee, and the Washington State Patrol recognize the interest in bicycle racing. Bicycling is a popular form of transportation and recreation throughout Washington.

These guidelines allow bicycle racing on state highways upon the approval of, and under conditions imposed by, the Department. These guidelines offer useful procedures that allow safe racing with minimal disruptions to other road users.

In the last twenty years, the state of Washington has become recognized as one of the nation's premier bicycling states. A combination of natural beauty and a public dedicated to promoting non-motorized transportation has resulted in ongoing efforts to promote the bicycle as a form of transportation, recreation, and competition.

A key to the growth and development of the sport of cycling in Washington has been the continued cooperation of road agencies and race organizers in planning and administering bicycle race events. Successful bicycle race events require a significant effort on the part of organizers to control traffic, provide for the safety of the competitors and the public, and preserve access for emergency vehicles and personnel. That this is consistently accomplished in Washington is a tribute to the work of many hundreds of people in the public sector and in the bicycling community.

These guidelines address organized competitive bicycling only. In these competitive bicycle race events, riders may not be following the rules of the road. These guidelines do not address the many noncompetitive bicycle rides organized each year in Washington like the Seattle to Portland ride, Chilly Hilly, or the Tour des Lacs. There is an existing document that governs noncompetitive bicycle events on state highways. It is titled *Memorandum Of Understanding between the Washington State Department Of Transportation And The Washington State Patrol, Joint Policy Guidelines For Events On State Highways*.

Definitions

Break/Breakaway (“Off the Front”)

A breakaway is one or more riders that have ridden ahead (off the front) of the main group. This creates a gap or open roadway between the breakaway and the main group. A breakaway in a road race is considered potentially serious when the gap between the breakaway and the main group reaches one minute or greater. Race officials need to consider splitting the race caravan for serious breakaways.

Certified Flagger

A traffic control staff member who has been certified by the Evergreen Safety Council.

Closed Circuit

A racecourse that is completely closed to traffic. Closed circuits are most often used in criteriums or road races that use a relatively short lap (2-5 miles).

Com 1, Com 2, Com 3, Com....

Terms used to identify the officials on the road during a bicycle race event. Com 1 is usually the Chief Referee. Com 2 and so on are other officials.

Corner/Course Marshal

See Marshal

Dropped (“Off the Back”)

A rider who cannot keep up with the pace of the peloton. In most bicycle races, a rider who drops behind the race caravan (rolling enclosure) is obligated to follow all the rules of the road. The rider may also be removed from the race at the discretion of the race officials.

Enclosures

Protected Enclosure

A type of traffic control in which the entire road is closed to other traffic as the race passes any given point. The road reopens after the race passes.

Rolling Enclosure

A rolling enclosure is a type of traffic control where escort vehicles form a caravan leading and following a group of racers. The enclosure sets aside a moving part of the roadway in the direction of the race for exclusive use of bicyclists. Racers inside the enclosure are not required to follow the normal rules of the road, but are controlled by rules set forth in the Washington State Bicycle Racing Guidelines. Racers are not allowed to cross the center line unless the entire road is traffic controlled. A rolling enclosure is the typical traffic control used to run a road race.

Escort Vehicles

Motor vehicles used to designate the front and back of a rolling enclosure of a specific race. These vehicles are noted by signs and rotating amber beacons. In some bicycle race events, the lead escort vehicle may be preceded by a police escort.

Event Checklist

A list of race-related items prepared by the race promoter to insure against error or omission.

International Triathlon Union

International sanctioning organization for the sport of triathlons.

Marshal

A marshal is a member of the race staff who has responsibility for racecourse safety and some traffic control in designated areas.

Motor Marshal

Race staff on motorcycles responsible for assisting in keeping a racecourse clear and safe for competitors, usually in conjunction with a rolling or protected enclosure.

Neutralize (Neutralize the Race)

A temporary suspension of the race, usually accomplished by slowing the racers and confining the race to a small portion of the road. This is often done to allow safe passing.

Organizer

See Promoter

Peloton/Pack

The main group of bicycle riders in a bicycle race event.

Permits:***Provisional Permit***

An interim permit for a bicycle race event promotion issued by the sanctioning organization for purposes of securing either road permits or a certificate of insurance. The regular race permit is issued after all local and sanctioning organization permitting requirements are met.

Race Permit

A sanction issued by the governing body for an approved bicycle race event, which usually includes demonstration of insurance, compliance with all applicable local permits and regulations, and in conformance with the governing bodies applicable bicycle racing rules.

WSDOT Bicycle Race Event Permit

A document issued by the Department that grants permission and acknowledgment of a bicycle race event taking place on a state highway at a given place and time. Permits involve definition of diversions, detours and traffic control overrides needed to conduct the event, and measures approved by the Department to mitigate these impacts.

Promoter/Organizer

The person or organization responsible for organizing the bicycle race event.

Race Officials

Referee/Commissaire

A referee or commissaire (kom-is-air) is a bicycle race official. The race officials are responsible for the adherence of the race to the regulations of the sanctioning organization and to the terms of any race permits issued for the bicycle race event.

Chief Referee/Chief Commissaire

The official of highest authority in a bicycle race event is the Chief Referee (CR) or Chief Commissaire. The Chief Referee manages the officiating staff and the race. The Chief Referee has the authority to revoke the sanctioning body's permit for bicycle race events that fail to meet the sanctioning bodies standards.

Motor Official ("Moto")

A race referee/official who uses a motorcycle during the bicycle race event. The motor referee is often primarily responsible for centerline rule enforcement during road races using a rolling enclosure. Motor officials are also used to keep track of riders where cars and the peloton cannot mix (narrow roads, winding roads, etc.).

Sanctioning Organization

International or national governing body for a type of bicycle racing event. The sanctioning organization usually develops rules for how a bicycle race event may be run and insures the local promoter of a bicycle race event.

Support Vehicle

A vehicle that is part of the regular race caravan and provides mechanical support (spare wheels, replacement bicycles, etc.) to the racers. These vehicles operate within the established race enclosure under the direction of the Chief Referee. Other support vehicles may provide medical support to the race.

Union Cycliste Internationale - UCI

International sanctioning organization for the sport of bicycle racing.

USA Cycling - USAC

The national organization responsible for the governance of professional and amateur bicycle racing in the United States. The following organizations are part of USA Cycling:

United States Cycling Federation - USCF

As a member association of USAC, the USCF oversees the conduct of road, track, and cyclocross bicycle racing in the United States.

National Collegiate Cycling Association - NCCA

The NCCA is a standing committee of USA Cycling. The NCCA administers, develops, promotes and governs collegiate bicycling across the country. Rules for NCCA bicycle road races are the same as for USCF bicycle race events.

National Off-Road Bicycle Association - NORBA

As a member association of USAC, NORBA promotes mountain biking as a competitive sport and outdoor activity. NORBA administers competitive mountain biking in order to promote safe, responsible and environmentally sound mountain biking.

United States Professional Racing Organization - USPRO

The USPRO serves as the governing body for professional racing and is an affiliate organization of USAC.

USA Triathlon

The national organization responsible for the governance of professional and amateur triathlons, duathlons, and multi-sport events in the United States.

USCF District Representative

A contract employee of the USCF, the district representative is responsible for the timely processing of bicycle race event permits, rider license revisions, and assignment of lead officials to sanctioned bicycle races in his/her jurisdiction.

Washington State Department of Transportation - WSDOT

The Washington State Department of Transportation is referred to as the Department throughout this document.

The following terms are used throughout this document to describe when certain conditions, procedures, standards, or other items are needed:

Shall: Shall is a mandatory condition. Requirements stipulated by “shall” must be met in order to stage the bicycle race event.

Should: Should is an advisory condition. Requirements stipulated by “should” are recommended but not mandatory.

May: May is an advisory condition. No requirement for application is intended.

Types of Bicycle Races

Time Trial

Time trials are bicycle race events in which individuals or small teams of riders, ride the same route and distance separately for elapsed time. Time trials are generally started at preset intervals and held on an out-and-back or circuit course.

Criterium

Criteriums are massed start, high-speed bicycle race events in which riders race around a closed circuit racecourse to compete for order of finish. Criteriums are usually held on closed urban or suburban public streets. The racecourse is normally one-half to one mile in length.

Road Race

Road races are massed start bicycle race events in which riders complete a racecourse for order of finish. The racecourse may be point-to-point, a large circuit, or repeated laps of a shorter circuit. Road races are usually held on rural or suburban roads, but may also take place on urban streets.

Stage Races

Stage races combine several different types of bicycle races into one multiple part bicycle race event. Stage races commonly include road races, time trials, and criteriums. These races are usually scheduled over a period of two or more days. Order of finish is determined by lowest combined elapsed time or combined points depending on the scoring format. Such bicycle race events require significant preparation and staffing.

Cyclocross

A cyclocross race is run much like a criterium, except that the racecourse involves dirt surfaces, trails, and a variety of other surfaces and obstacles, many of which must be overcome by running with the bicycle. All cyclocross races are held on closed circuits on either park or vacant land, although roads are occasionally integrated into the racecourse.

Mountain Bike (MTB)

Mountain bike races are held on unpaved roads and trails, although, paved sections are sometimes incorporated. Almost all mountain bike races are held on circuits closed to other traffic. Most mountain bike races are massed start bicycle race events, although a mountain bike race may break up and resemble a time trial.

Duathlon, Triathlon, or Multi-sport Event

A multi-sport race in which bicycle racing forms an essential component of the complete event. The bicycle race segments of these events are usually conducted like time trials.

Relay/Cross Country

A cross country race is a specific form of a time trial, in which competitors cover great distances riding almost around the clock. Competitors are required to follow all the Rules of the Road, and are usually accompanied by support vehicles with lighting and signing similar

to that of commercial vehicles carrying nonconforming loads. Another form of cross country bicycle race event is known as the Randonee. It is run as a very long recreational event (2-3 days).

Other Organized Bicycling Events

Racing is not the only form of bicycling that has become popular in Washington. More and more people of all ages are taking to the streets and highways on their bicycles for exercise and the pure enjoyment of experiencing their world close at hand. Riders are encountered riding alone or in small groups. More and more organized group bicycling activities are appearing. Examples of these events include group rides, such as organized tours or touring club rides, charity rides and bike-a-thons, and century/double century (100 mile/200 mile) rides.

Riders in these events follow the Rules of the Road and would normally not require a bicycle race permit. However, large events on state highways, such as the Seattle to Portland Bicycle Classic (STP), require prior planning and review by the Department.

Recommended Conditions for Permit

This section provides the promoter and the Department with some specific requirements to follow in conducting a bicycle race event.

General Conditions

1. Applications for bicycle race permits shall be submitted at least sixty (60) days in advance of the bicycle race event. This length of time allows the Department to inspect the route, review the traffic control plan, work with the promoter on starting times and locations, and approve the bicycle race event. Under special circumstances, the Department may consider an approval time shorter than 60 days.

Conflicts with other activities, such as construction, parades, or fairs in the area can be avoided with advance planning. This also allows the promoter to have an approved permit from which to distribute the correct promotional information.

The Department shall have the right to cancel a permit if a race route is to be used as a detour route because of weather or disaster related emergencies. The Department shall notify the permittee as soon as possible.

2. If part of the race is to occur on a roadway within another jurisdiction (for example, half the race is on a county road, the other half on a state highway), each road authority should be provided with a copy of the other jurisdiction's permit, if applicable.
3. Any use of private land shall have the owner's approval.
4. The promoter shall distribute a news release announcing the race and warning affected residents of potential travel delays in accordance with RCW 47.48.020. The promoter shall provide the Department with a copy. The news release should include dates, times, roads that are to be affected, and an estimate of the length of delay.
5. If a start/finish banner is to be used over a roadway, its lowest edge shall be 14'6" above the roadway and the banner shall be removed promptly at the completion of the bicycle race event.
6. If the projected speed of the racers exceeds the posted speed limit or prevailing speed of traffic on the road, the road should be closed to other traffic when racers are present.
7. The Department and organizer shall consider total road closures for portions of the racecourse when heavy traffic, difficult turns, high racing speeds, narrow roads, or other conditions are present.
8. Races may not be run on some highways at certain times because of high traffic volumes.
9. Adequate parking, rest rooms, and spectator space should be provided to avoid parking and spectator spillover onto the road. Parking and other associated facilities shall be located off highway rights of way unless areas are properly established for vehicle parking, such as park and ride lots.
10. Proof of insurance shall be provided through a certificate of insurance naming the State and/or appropriate road agencies and jurisdictions as additional insured. The permittee

shall obtain liability insurance in an amount not less than \$1 million to cover the state of Washington for any and all liabilities, including all costs of defense, arising out of the use of state highways for the bicycle race event.

11. Bicycle racing should not normally be allowed on the Interstate System. Races on other limited access facilities (including interchanges and ramps) are evaluated on a case by case basis.
12. The Department shall notify the WSP of approved bicycle race events.
13. For bicycle race events having participant registration forms, the Department should be included in a statement of waiver or release of damages against the state of Washington, for signature by bicycle race event participants or parents or guardians of participant minors.

Special Conditions by Race Type

Time Trial

1. No field limits are necessary, since cyclists are riding single file at timed intervals.
2. A road closure is generally not necessary.
3. Riders shall follow the rules of the road unless special traffic control is provided.
4. For special traffic control, see Item 5 under Road Races.
5. Pre-race information signs are not required, but may be helpful and are recommended. If the racecourse is closed to motor vehicle traffic, signs shall be installed to warn affected motorists in accordance with RCW 47.48.020.

Criterion

1. Complete closure of the racecourse is required. If multilane streets are used, it may be acceptable to allow a partial closure. In this case, adequate protection from traffic shall be provided with approved cones, fencing, and barricades. Opposing traffic shall not be allowed immediately adjacent to a closed circuit. Parked vehicles shall not be allowed on the racecourse. The organizer shall follow the road agency's regulations on advance notice before towing of vehicles is allowed.
2. Field size is not a permitting issue, since roads are closed.
3. A reasonable detour around the racecourse shall be defined before the racecourse can be approved. The organizer shall sign a detour route as prescribed in Part VI of the Manual on Uniform Traffic Control Devices (MUTCD).
4. Businesses and residents shall be notified, in writing, by the organizer between one month and one week prior to the bicycle race event, at the road authority's discretion.
5. Marshals shall be placed at all street intersections to control pedestrian flow and to monitor motorists' use of the detour.
6. A police presence is advised in urban areas with high traffic volumes.

7. If the racecourse is closed to motor vehicle traffic, signs must be installed to warn affected motorists that the road is closed, in accordance with RCW 47.48.020.

Road Race

1. The field size should generally not exceed 100, unless the sanctioning organization finds the road wide enough to accommodate a larger number of riders and there is concurrence by the Department.
2. A complete road closure or well-organized protected/rolling enclosure should be established for national class bicycle race events.
3. A rolling enclosure by police escort should be used when the field size approaches 100, when the racecourse is located in a heavy traffic area, or under special circumstances.
4. Road race traffic control that requires motorists to do something contrary to the normal rules of the road or in addition to existing traffic control devices requires greater level of signing and training of marshals, certified flaggers, or law enforcement.
 - a. State highway intersections with low volume rural roads may not need marshals or signing unless there are special circumstances that require additional traffic control.
 - b. State highway intersections, where the side road has high volumes and is controlled by stop signs, may need a trained marshal or certified flagger to stop and hold traffic. The decision to use a marshal or certified flagger depends on sight distances, vehicle speeds, and other conditions.
 - c. State highway intersections with roads that are signalized shall have a certified flagger or law enforcement officer to override the signal. The intersection shall be marked with a three-sign sequence to warn effected motorists of the traffic control. See page 18 on Intersections and Appendix B for details. Some signals may have to be placed in flash mode or controlled by police officer. The promoter may be responsible for associated costs.
 - d. Crossing a state highway or turning left or right onto or off of a state highway should have at least one certified flagger or police officer to control traffic if speeds and volumes are high. The intersection should be marked with three signs to warn affected motorists. Turning left at a signal may require the signal to be placed in flash mode. The promoter may be responsible for associated costs. See page 18 on Intersections and Appendix B for details.
5. Pre-race signs should be placed along the racecourse one week prior to the bicycle race event and should state affected dates, time of day, and potential for minor traffic delays. (See section on Signing Standards, page 17.)
6. Escort vehicles shall be used for all road races using a rolling or protected enclosure.
7. A minimum of two escort vehicles shall be used for a rolling or protected enclosure. A third car may be needed, based on race conditions, the number of racers, and other factors.

8. Escort vehicles travel at a distance in front of and behind the peloton commensurate with the operation of the race. The distance should allow a safe and reasonable bicycle race to be run.
9. The lead vehicle shall stay in front of the lead rider in the race, while the follow vehicle shall remain behind the main peloton. Riders who drop behind the follow escort vehicle shall obey all of the rules of the road.
10. The lead and follow escort vehicles shall operate amber rotary beacons.
11. The lead and follow escort vehicles shall be marked with a sign that says "BIKE RACE." The signs shall be 12" X 36" with 6" C (Highway Gothic Font) black letters on a reflective orange background. See page 18 for an illustration. The sign shall be mounted so it is essentially rigid and easily readable when the vehicle is in motion.
12. Escort vehicles shall be equipped with two-way reliable and instant communication adequate to provide voice communication between drivers at all times during the race. The communication should be capable of being sustained over a distance of at least two miles under conditions normally encountered during the race. The drivers of the escort vehicles should continuously monitor the communications during the race.
13. Escort vehicles should carry flares or other devices to mark crashes, medical emergencies, or other problems on the racecourse.
14. The promoter shall furnish escort vehicles. They may be passenger cars or two-axle trucks.
15. Escort vehicles shall be of such design as to afford the driver clear and unobstructed vision both front and rear. Escort vehicles shall be in safe operational condition and properly licensed.
16. Escort vehicle operators shall be properly licensed and experienced in the operation of escort vehicles. No unnecessary passengers shall be permitted.
17. Bicycle road races may be restricted from some sections of state highways having excessive volumes of traffic.
18. When five or more vehicles are lined up behind a bicycle race and delayed for more than five minutes, the bicycle race shall be neutralized at a place of safety to allow vehicles to pass.
19. At least one certified flagger is needed for each road race. The promoter is responsible for developing a traffic control plan. The certified flagger trains marshals on how to stop and hold motor vehicle traffic. A list of certified flaggers and marshals shall be kept at the start area with the promoter.

Duathlon/Triathlon/Multi-sport Event

The bicycle segment of a duathlon, triathlon, or multi-sport event functions like a time trial and shall follow the rules for time trials. However, the bicycle segment of some duathlons, triathlons, or multi-sport events functions like a road race and, if so, shall follow the rules for a road race.

Certified Flaggers and Marshals

Marshals and certified flaggers are needed to organize and stage a safe bicycle race event. The duties of marshals and certified flaggers are distinct. Certified flaggers are responsible for stopping and holding motor vehicle traffic during a bicycle race event at major intersections and training marshals. Marshals are responsible for crowd control and minor traffic control. Marshals can hold traffic at a stop controlled intersection or minor uncontrolled intersection, and shall be given a briefing on their duties prior to the bicycle race event. See Day of Event Marshal Certificate, page 27.

At least one certified flagger is needed for each road race. The promoter is responsible for developing a traffic control plan. The certified flagger is responsible for training marshals on how to stop and hold motor vehicle traffic.

General conditions

Marshals and certified flaggers need certain information in order to do their jobs effectively. They shall know:

1. The time and direction to expect racers moving through their intersection.
2. The entire racecourse, starting times, and estimated ending times, in order to be prepared and to answer motorists' questions.
3. How to direct traffic, including the use of the STOP paddle, the manner in which to stop motorists, the need to act in a professional and commanding manner, using common sense.
4. That advance warning signs (FLAGGER AHEAD, etc.) should be turned away from the road when the police officer, certified flagger, or marshal is not available or if there is a long wait until the race returns through the intersection.
5. That a fluorescent vest with reflective stripes shall be worn while directing traffic.

Special Conditions

1. A police officer or certified flagger shall direct traffic if traffic signal indications are to be bypassed.
2. A police officer shall be necessary if traffic signals are to be overridden, unless the racecourse or this portion of the racecourse is completely closed to motor vehicle traffic.
3. If a marshal is simply holding stopped traffic longer at a stop sign on an approach, a certified flagger is not needed.

Police control shall be used at intersections when the Department and organizer determines there is a need.

Signing Standards

Signs used on state highways shall meet certain standards to provide road users with easily understood and legible messages. The signs normally used for traffic control are described in the Intersection Section below and illustrated in Appendix B.

A reasonable detour around a criterium racecourse shall be defined before the racecourse can be approved. The organizer shall sign a detour route as prescribed in Part VI of the Manual on Uniform Traffic Control Devices (MUTCD).

Race Signs

Bicycle race event signs (escort vehicle and approach to intersection signs) shall meet the following criteria. These signs shall be reflective orange with black lettering and be mounted so that they are essentially rigid. Approach to intersection signs shall be installed at least one foot off the ground. They may be installed on tripods or barricades for ease in installation and moving.

Signs may be fabricated from rollup material or rigid sign blank as prescribed in Section 9-28 of the Department's Standard Specifications. The reflective level of the orange background shall meet the requirements for Type 1 reflective sheeting as provided for in Section 9-28 of the Department's Standard Specifications.

The sign blank and reflective specifications may be obtained from any Department Region Traffic Office or from the Olympia Service Center. A list of sign fabricators may be obtained from the Olympia Service Center Traffic Office. See Appendix C for addresses and phone numbers.

Pre-Race Signs

Pre-race signs or banners may be required along the route of a race one week before the bicycle race event to warn motorists of the date, time, and potential for traffic delays. They shall have a green background and white lettering. For example:



LEGEND – WHITE (REFL.)
BACKGROUND – GREEN (REFL.)

Intersections

Approaches to all intersections controlled by marshals, certified flaggers, or police officers should display three advance warning signs. The advanced warning signs shall face the motor vehicle traffic that is stopped for the race at the intersection. The signs shall be placed in this order:

1. Bicycle Race Ahead
2. Be Prepared to Stop
3. Flagger Ahead

The signs should be placed 150 to 500 feet apart. The last sign approaching motorists should see is the FLAGGER AHEAD sign, at least 150 feet in advance of the certified flagger or marshal. See Appendix B for typical signing and traffic control.

The formula $\text{VEHICLE SPEED} \times 10$ feet shall be used to determine the minimum distance between signs.

Escort Vehicles

The lead and follow escort vehicles operating with a race shall display a warning sign on the top, front, or back as appropriate. Each escort vehicle shall be marked with a sign that says "BIKE RACE." The signs shall be 12" X 36" with 6" C (Highway Gothic Font) black letters on a reflective orange background. The sign shall be mounted so it is essentially rigid and easily readable when the vehicle is in motion.



LEGEND - BLACK (NON REFL)
BACKGROUND - ORANGE (REFL)

Race Caravan / Rolling & Protected Enclosure

Basic Concepts

The race caravan is a traffic control and race management method designed to protect the safety of bicycle racers and the general public during road races. Different races have different needs. Variables include road condition and width, traffic volumes and speeds, number and complexity of intersections with other roads, side traffic access requirements, and the number of racers.

The caravan concept allows the road to be closed for short periods, sparing the race organizer, local authorities, and the local public the cost and inconvenience of total road closures. The caravan allows a race to move along a lengthy racecourse with minimal disruption to the traveling public.

Race caravan concepts can be employed to find the best race management strategy for a given location and level of race promotion. It should be the goal of the promoter, permitting agency, and the sanctioning organization to find the best combination of safety, security, and efficiency to suit a particular bicycle race event.

All caravan and enclosure plans have the same common elements: an “enclosure” of lead and follow vehicles within which the competition takes place, including the riders, officials, technical and medical support, and any accompanying marshals. In larger bicycle race events, law enforcement officers may operate in front of and behind the enclosure, assisting in the temporary closure and reopening of the road as the bicycle race event passes.

Generally, the more significant the bicycle race event, the greater the effort required to run a successful race caravan. In small weekly bicycle race events run by local clubs, a lead and follow escort vehicle may be all that is required to run a well-protected bicycle race event. In larger bicycle race events significantly more resources are required.

Bicycle races with a caravan can be better and more tightly protected and are under closer scrutiny than almost any other recreational bicycling event.

USCF Centerline Rule

Critical to the successful operation of a race enclosure is the application of USCF rules regarding the road centerline. Most local road races work with a rolling enclosure. Riders in such a race are under strict rules not to ever cross the centerline of the road. Sanctions for crossing a centerline range from warning for accidental crossing, relegation or disqualification in the bicycle race event, to suspension of a rider’s license.

In larger races, the caravan requires significantly more police and marshal support, which allows the use of a protected enclosure, in which the entire roadway is closed to traffic while the race passes. Riders are allowed the use of the full road, but must yield to the right if race vehicles need to pass. Such enclosures require police support at the front and rear to open and close the road, with marshal support on motorcycles to maintain the closure within the “envelope” of the race.

Escort Vehicles

The lead and follow vehicle in road race serves a vital function in providing safety to riders and advance warning to other road users. See requirements for escort vehicles, -Road Race Section, pages 14-15.

Police Escorts

In moderate to major bicycle race events, the role of the police escort is fundamental to the success of the bicycle race event. Police escorts can be used with either rolling or protected enclosures, and serve to reinforce the legitimacy of the bicycle race event. Police escorts can respond to emergencies or illegal behavior by other motorists near the bicycle race event, and provide a radio linkage to other emergency services.

Most police escorts maintain position at the front and/or back of the enclosure, and do not “leapfrog” to cover adjacent streets. Such a practice is difficult due to the delays involved in passing the peloton, and the limited amount of time available to close and reopen the road and return to position. Such a practice can be successfully accomplished, but requires a significant number of police officers and motorcycles. Usually, a combination of stationary flaggers, marshals and police officers work in concert with motor escorts to affect the most efficient closures.

Motorcycle Marshals

Motorcycle marshals can provide much of the support within the caravan. Motor marshals assist the police officers by “holding” traffic stopped by the lead motorcycle escorts, either on road shoulders or at cross streets on very rural racecourses. Motorcycle marshals also provide advance warning of the approach of the race.

Race Officials

Race officials work within the race enclosure to monitor the competitive conduct of the race and control the movement of vehicles within the caravan.

Other officials work on motorcycles and are responsible for centerline rule enforcement and communication from officials to the riders. They provide intermediate lead and follow support should a peloton begin to break up during a race.

Support Vehicles

Support vehicles carry spare equipment for riders to use in case of a mechanical breakdown. These vehicles operate under the direction of the Chief Referee (Com 1), and must provide service from a stop at the right side of the road only. In larger races, all support vehicles have a race official on board as an observer. In smaller races, the support vehicle may double as Com 1 or Com 2.

Racecourse Planning

The planning of a competitive bicycle race event is a process that involves the organizer, the road agency with jurisdiction over the proposed racecourse, and a sanctioning body (usually the USCF). Planning for the bicycle race event involves the logistics of handling the expected numbers of riders and spectators, the technical aspects of the racecourse, and the review of the proposal to ensure the safety of the competitors and the general public.

The following are areas that organizers review that pertain directly to the racecourse certification process:

Start-Finish

For most road races, a desirable Start/Finish area has excellent visibility for monitoring the arrival of the racers and for advance control of traffic in the immediate area.

The finish of a race often involves special preparation. In most races, riders use both sides of the road during the final sprint, usually starting from a visible marker 200 meters prior to the finish line and ending 200 meters past the finish. The usual practice is to allow riders to “cross over the centerline” 200 meters before the finish line (about the maximum distance a racing cyclist can maintain a full effort sprint). At the finish of the bicycle race, marshals or certified flaggers shall be at the finish line area to control traffic. A police officer may be required to perform this duty. When the race caravan reaches one kilometer before the finish of the race (or more if safety dictates), all traffic shall be removed from the finish line area to keep it clear for the racers. Escort vehicles, motorcycle marshals and adequate radio communications greatly assist in this effort.

Uphill finishes have the advantage of being slower, and easier to control. If the climb is long or steep, the racers string out, reducing the need to shut down the entire road for the finish.

Riders Area

Riders should be able to stage in an area off of the racecourse prior to their bicycle race. Usually, the vehicles that accompany the race also stage in this area. When the race is ready to begin, the entire race enclosure moves onto the road at the start line, and the race begins with as little delay as possible.

Warm-up

It is highly desirable to designate roads off the racecourse for riders to use for warming up and down prior to and after their bicycle race events. It is undesirable to have riders warming up on the racecourse when other races are in progress.

Feed Zones

During long road races, riders often need to replenish the supplies of food and water they carry during the race. This is done in an area called the “feed zone,” where team managers or assistants hand food in bags or water bottles to the riders. Most feed zones should have the following characteristics: gentle to moderate uphill grade, to slow riders without forcing an “out of the saddle” effort; wide shoulders; parking for team vehicles off of the racecourse; and feeding allowed from the right side of the road only, and only on designated laps and in designated locations.

Corners

When cornering, it is common for a race peloton to swing wide on the entrance and exit to a corner, in an effort to maximize the effective radius of the turn. This makes for a safer turn for the racers, but requires appropriate measures to stop traffic well in advance of any “turning zone.” Usually, marshals or certified flaggers stop traffic 100 meters in advance of a corner if it’s on an approaching leg of the intersection to the race (see Appendix B). This allows the peloton to complete the corner and return to the right side of the road before encountering oncoming traffic.

In the case of a protected enclosure, the motor police escorts and motor marshals would stop traffic off the road. Usually marshals or certified flaggers move traffic through the conflict area before the arrival of the race, leaving the road as clear as possible in the lanes used for the bicycle race event.

Resources

The following resources are available to the race organizer and should ease the permit process.

Flagger Training

The Evergreen Safety Council maintains a list of certified flagger trainers and is responsible for the certification of trainers. Their telephone number is 800-521-0778.

Manual on Uniform Traffic Control Devices

The Region Traffic Office issuing the permit should have a copy of the Manual on Uniform Traffic Control Devices and may provide additional information on appropriate signing. See Appendix C.

United States Cycling Federation / USA Cycling

The USCF sanctions most bicycle race events. This sanctioning body has adopted racing rules including elements such as wearing an approved helmet during hours of the competition, following the rules of the road unless under escort or with roadway agency approval, and staying on the right side of the centerline of a roadway in a road race. These rules are enforced by USCF trained and licensed race officials who closely monitor each race.

USCF / USA Cycling
One Olympic Plaza
Colorado Springs, CO 80909
719-578-4581
719-578-4628 (Fax)
www.usacycling.org

Washington State Bicycle Association

The WSBA is an organization designed to serve the needs of racers and race organizers throughout the state of Washington. Through membership in the organization, promoters have access to race equipment, traffic signs, snow fencing, photo-finish technology, flagger equipment, rotary amber beacons, radio communications, and other assistance.

Their address is:

Washington State Bicycle Association
6920 Roosevelt Way, #281
Seattle, WA 98115
206-292-5141 or 888-777-WSBA

Bicycle Race Checklist

As varied as bicycle races and their needs are, there are certain common conditions that can be expected from event to event. The following is presented as a checklist for the Department representative who issues bicycle race event permits. The checklist can also be used by race organizers as they prepare their applications. Please remember that circumstances may change and you may need to add other items to the list.

- ☐ Has the application been submitted 60 days before the race?
- ☐ Is another road agency involved? (Check map for road jurisdiction).
- ☐ Is a permit being processed by another road agency?
- ☐ Is the required proof of insurance provided?
- ☐ Are insurance policy limits met?
- ☐ Is the state named as an additional insured?
- ☐ Has the applicant provided a map showing all road intersections, the need for and the type of traffic control at the intersections?
- ☐ Has the applicant shown on the map where police officers, certified flaggers or marshals and signs are located?
- ☐ Will police involvement be necessary?
- ☐ Will vehicle escort be provided if this is a road race?
- ☐ If streets are closed, is a properly signed detour provided?
- ☐ Has the applicant provided a copy of a news release?
- ☐ Does the news release include dates, times, roads where delays are expected, and the lengths of delays anticipated?
- ☐ Is there a media mailing list and date when the news release will be mailed?
- ☐ Will residents and businesses been given sufficient advance notice by the applicant of road closure for a criterium or a road race where the entire road is closed?
- ☐ Will major businesses, schools, fire and/or emergency agencies, transit companies, etc., been contacted by the applicant?
- ☐ Are there any other events scheduled for the location that may cause a conflict?
- ☐ Are pre-race signs built to specifications and do they have correct information?
- ☐ Is private land being used for staging or parking? Has permission been granted?
- ☐ Is adequate staging and parking space provided? Are toilet facilities being provided?
- ☐ Will a start/finish banner be used over the roadway? Is it high enough?
- ☐ Have arrangements been made for emergency medical treatment?

WSDOT Bicycle Race Permit Application Form

Section I: Applicant

Date: _____

Name: _____

Organization: _____

Address: _____

City: _____ State: _____

Phone: _____ or _____

Racing club? _____ Yes _____ No Club name: _____

Section II: Bicycle Race Event

Race name: _____

Sanctioning organization: _____ Permit number: _____

Name of certified flagger: _____

Name of insurance company: _____ Policy number _____

Name of chief referee: _____

Chief referee phone: _____ or _____

Race dates: _____

Race day times: start _____ finish _____

Race location address: _____

City: _____ State: _____

Section III: Description

Check all that apply:

Enclosure Type(s)	Race Type(s)	Racecourse Type(s)
_____ <i>totally open racecourse</i>	_____ <i>criterium</i>	_____ <i>point to point</i>
_____ <i>partially closed racecourse</i>	_____ <i>time trial</i>	_____ <i>circuit</i>
_____ <i>totally closed racecourse</i>	_____ <i>road race</i>	_____ <i>out and back</i>
_____ <i>rolling enclosure</i>	_____ <i>stage race</i>	
_____ <i>protected enclosure</i>	_____ <i>cyclocross</i>	
	_____ <i>mountain bike</i>	
	_____ <i>multi-sport time trial</i>	
	_____ <i>multi-sport road race</i>	

Start location: _____

Finish location: _____

Expected number of participants: _____

Expected number of spectators: _____

Maximum number of participants on the road at one time: _____

Maximum number of races on the road at one time: _____

Number of categories: _____

Caravan: _____ no _____ yes - attach diagram (include all vehicles)

Does the bicycle race use other agency roads? _____

Have other agencies approved racecourse/bicycle race event? _____

How many traffic control personnel will be available? _____

Describe race in detail on separate page. Attach a map showing the racecourse in detail. Mark all important locations including start and finish locations, parking, road closures, traffic controlled intersections, warning signs and other traffic control equipment, etc.

Section IV: Medical Services

What type of emergency medical services will be available:

Section V: Notification Plan

How will businesses and residents be notified of bicycle race event?

Section VI: Indemnification

The permittee by signing below indemnifies and saves harmless the state of Washington for any claim suit, action for injuries, death or other cause of personal injury or property damage arising from the issuance of a bicycle race permit, including claims of race participants, pedestrians or other roadway user.

Permittee signature _____ Date _____

This is a valid race permit if signed by the regional administrator or designee:

_____ Date: _____

Day of Event Marshal Certificate

The following information shall be presented to all course marshals through a briefing and via handouts. The event's certified flagger shall be responsible for the briefing and signing the Day of Event Marshal Certificate.

A. Safety is your most important responsibility

As a special event flagger you are responsible for the safety of the event participants, motorists, spectators and yourself. Your primary responsibility is to reduce confusion of the drivers and pedestrians, deny access to the general motoring public, guide event participants, and keep the general public from the path of the event.

To exercise your duties properly you must receive and follow instruction from the event officials on how and when to close off intersections, under what conditions vehicles or pedestrians can enter or cross the event pathway, and the appropriate hand, or device signals to use.

B. Visibility Guidelines

Never assume that a driver sees you. Be sure and make eye contact with the driver. Directions given to a motorist must be clear, firm and courteous. Always expect the unexpected. Approaching traffic must be able to see you at least 500 feet away when the posted speed limit is at 45 mph or higher, or 300 feet when the posted speed limit is at 40 mph or slower. To improve your visibility:

Wear unique light colored clothing and an orange colored vest, to distinguish yourself from the general public or the event participants.

Stand in a conspicuous place on the shoulder of the road.

Stand in a manner and location that both the event route and the traffic can be observed.

Stand where there is a sharp color contrast between you and your background. If possible don't stand in the shade.

Do not sit, lean or lie on or in a vehicle.

Stand alone so you can be recognized.

Remain in your position for the duration of the event or until properly relieved.

C. Rules of Conduct

Always be aware of traffic.

Do not step into, or turn your back on approaching traffic.

Stay Alert! Be ready to respond to any emergency.

Record the license number and description of any vehicle whose driver disobeys your instructions or threatens the safety of the others.

Be courteous and professional.

Keep your mind on your duties. Do not become distracted.

Do not involve yourself in unnecessary conversations with participants, spectators or motorists.

D. Hand-Signaling Procedures

Hand signaling devices, such as Stop/Slow paddles, red flags or standard police directional hand signals shall be used to control traffic at the event.

To Stop traffic:

Face traffic, raise and extend arm and palm toward traffic. In addition, if equipped with paddle or flag, hold in other hand and extend arm with paddle or flag to the side, straight out from your shoulder. Display the stop side of paddle.

To Alert / Slow Traffic:

Face traffic, motion up and down with the arm, with the palm down, indicating that the vehicle should slow down. If equipped with a paddle, hold the paddle with the slow side of the paddle displayed. If equipped with a flag slowly wave the flag in a sweeping motion, arm extended, from shoulder level towards the ground. Never raise the sweeping arm above the horizontal position.

To Signal Traffic to Proceed:

Face traffic, and with the free hand motion traffic to proceed. In addition, if equipped with a paddle or flag, hold in the other hand and display the slow side of the paddle or if equipped with a flag, the flag should be lowered from view of the driver.

Day of Event Marshal Certificate

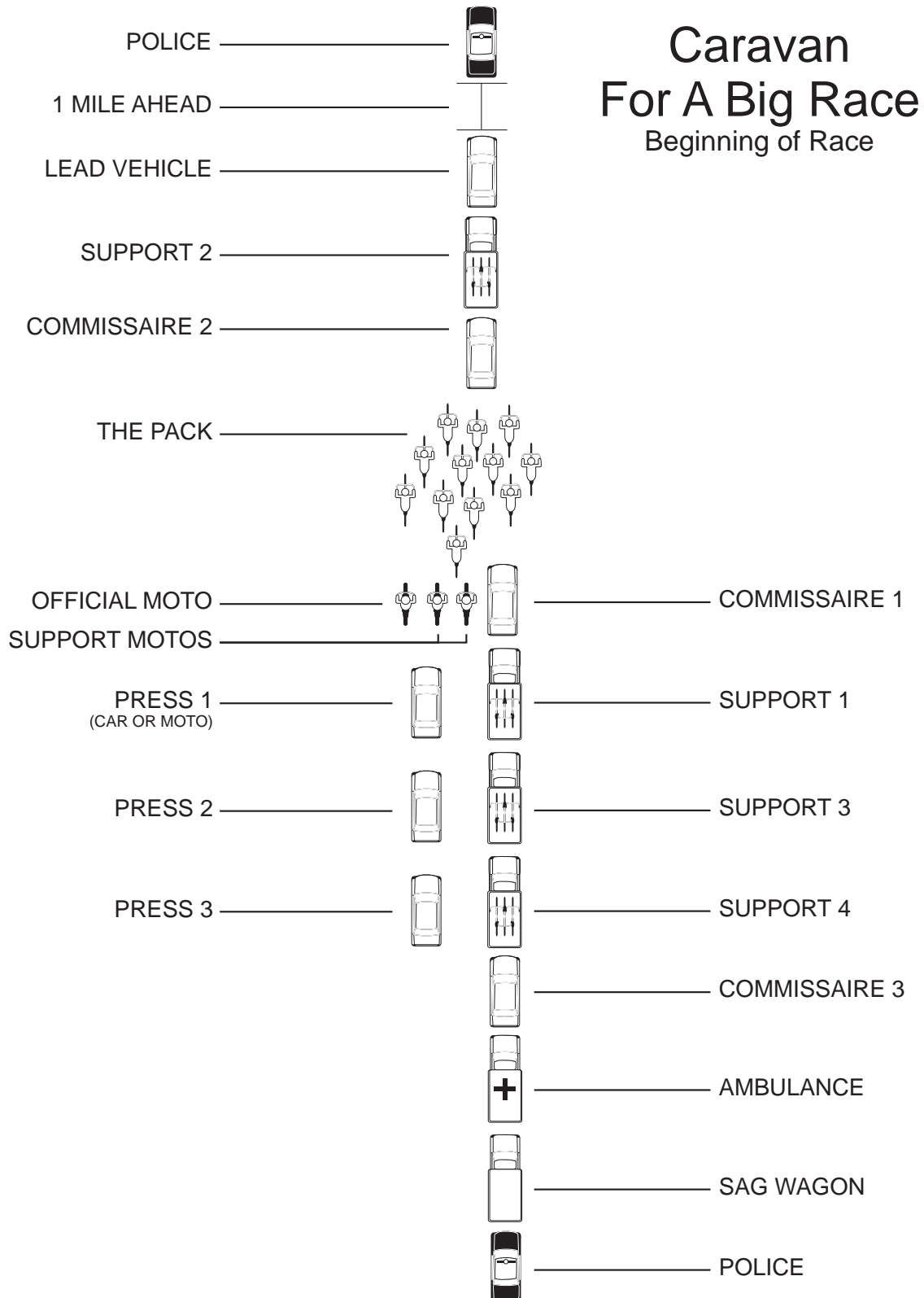
I have read and been briefed on my duties and responsibilities as a marshal. I understand my duties and responsibilities and am physically able to perform them.

Name: _____ Date: _____

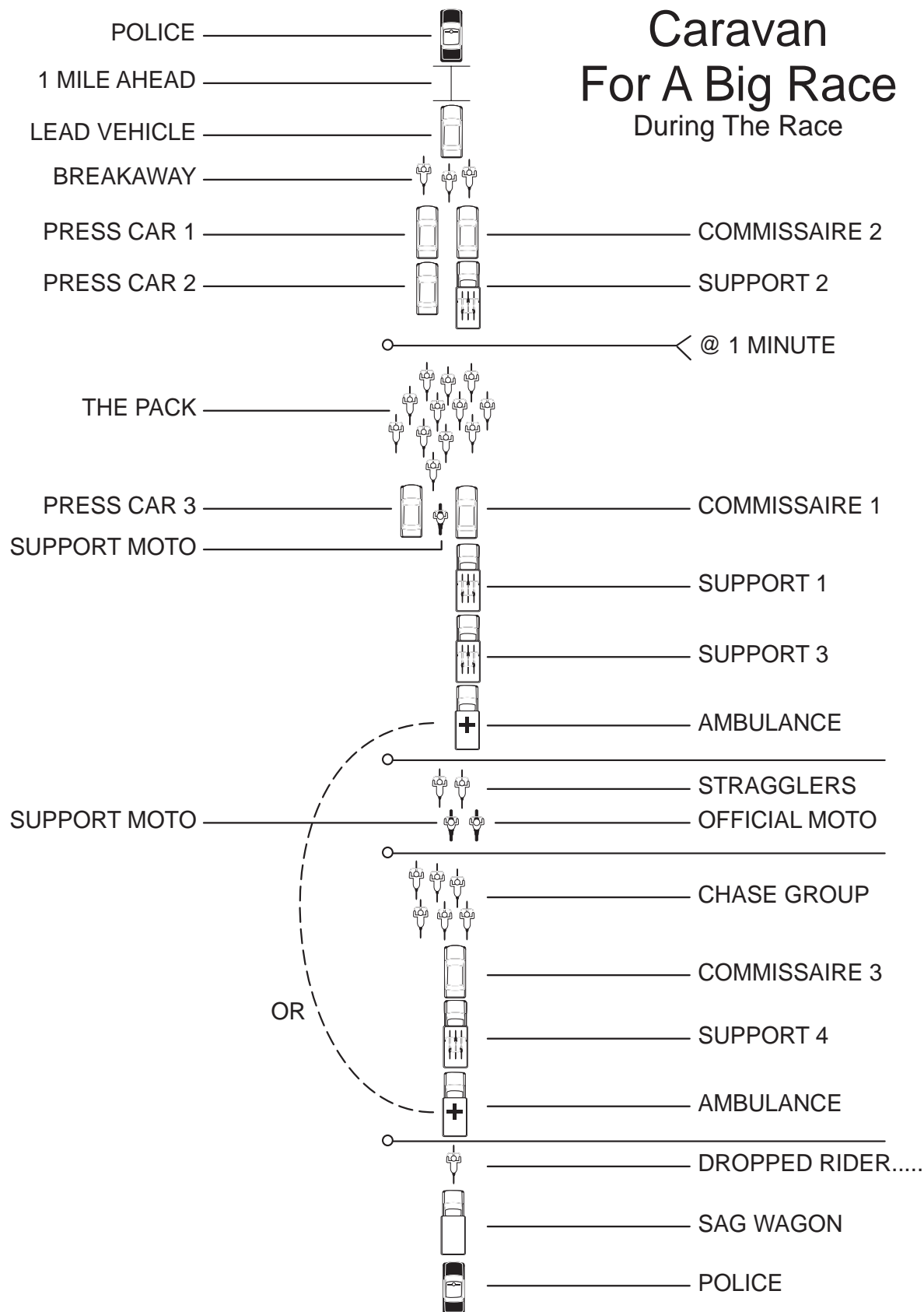
Name of Certified Flagger: _____ Date: _____

Appendix A

Typical Road Race Rolling Enclosure Diagrams

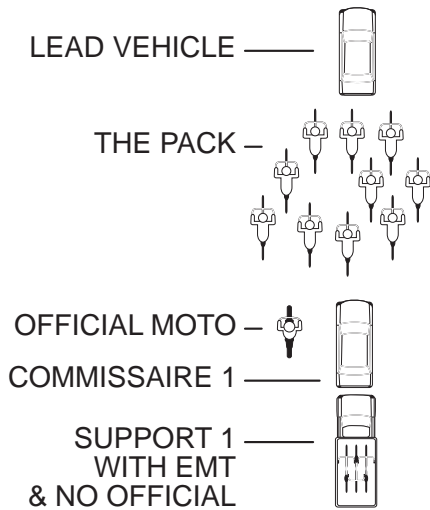


Caravan For A Big Race During The Race

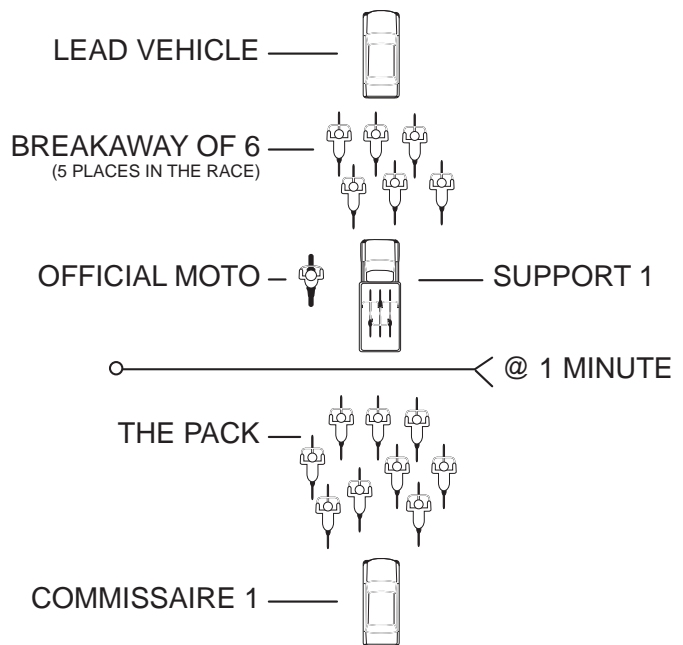


Caravan For A Small Race

Beginning of Race

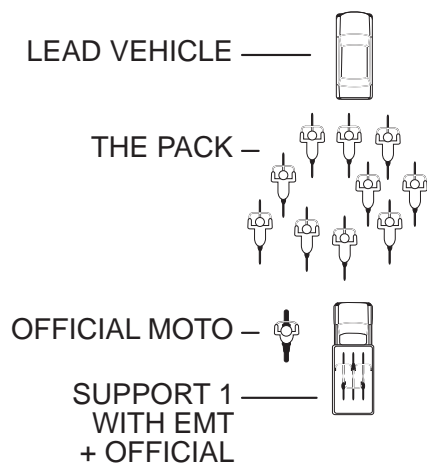


During Race

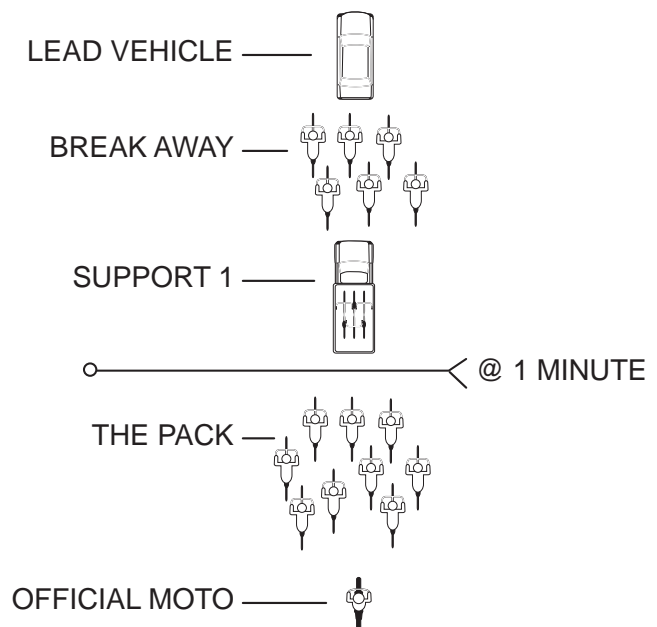


OR

Beginning of Race

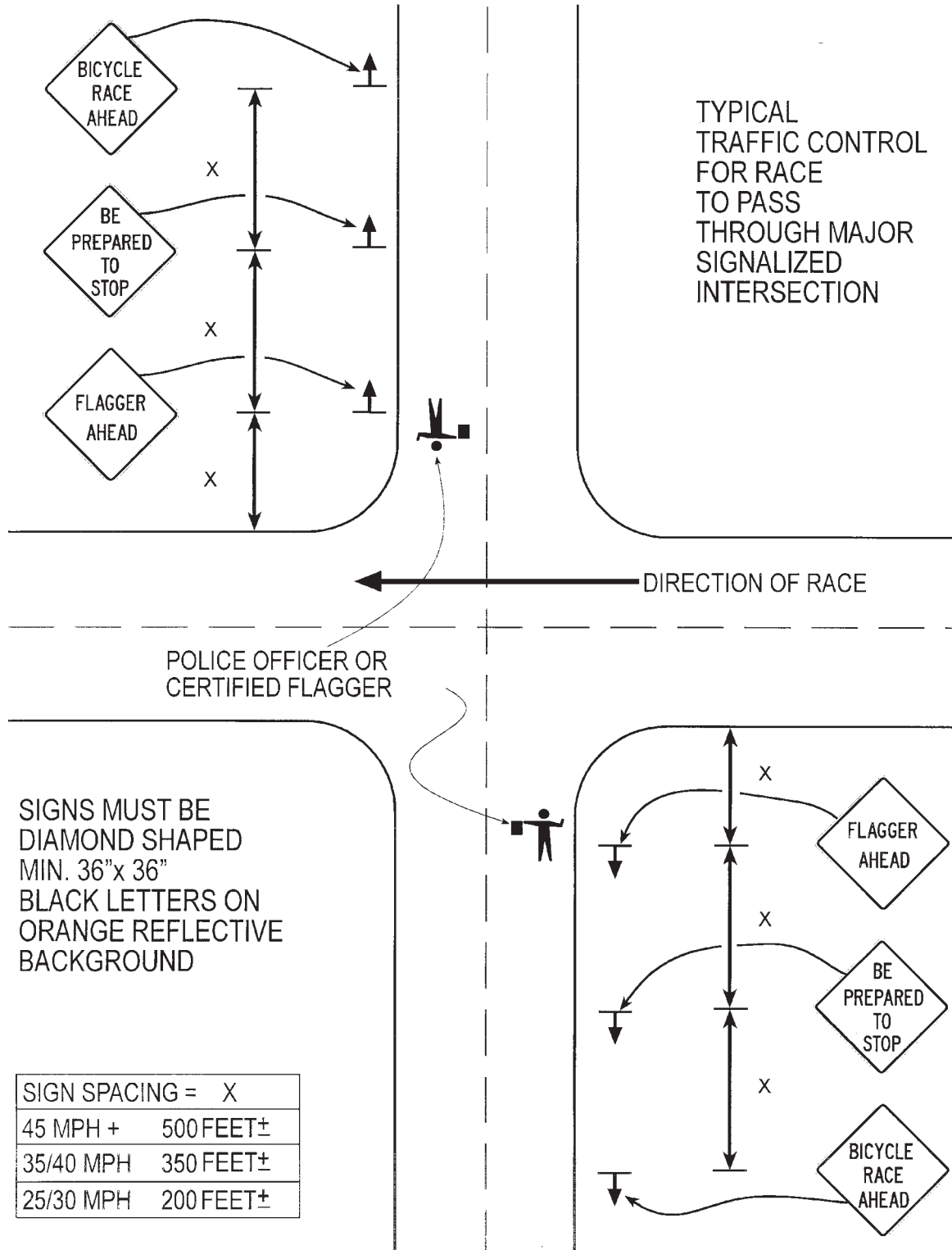


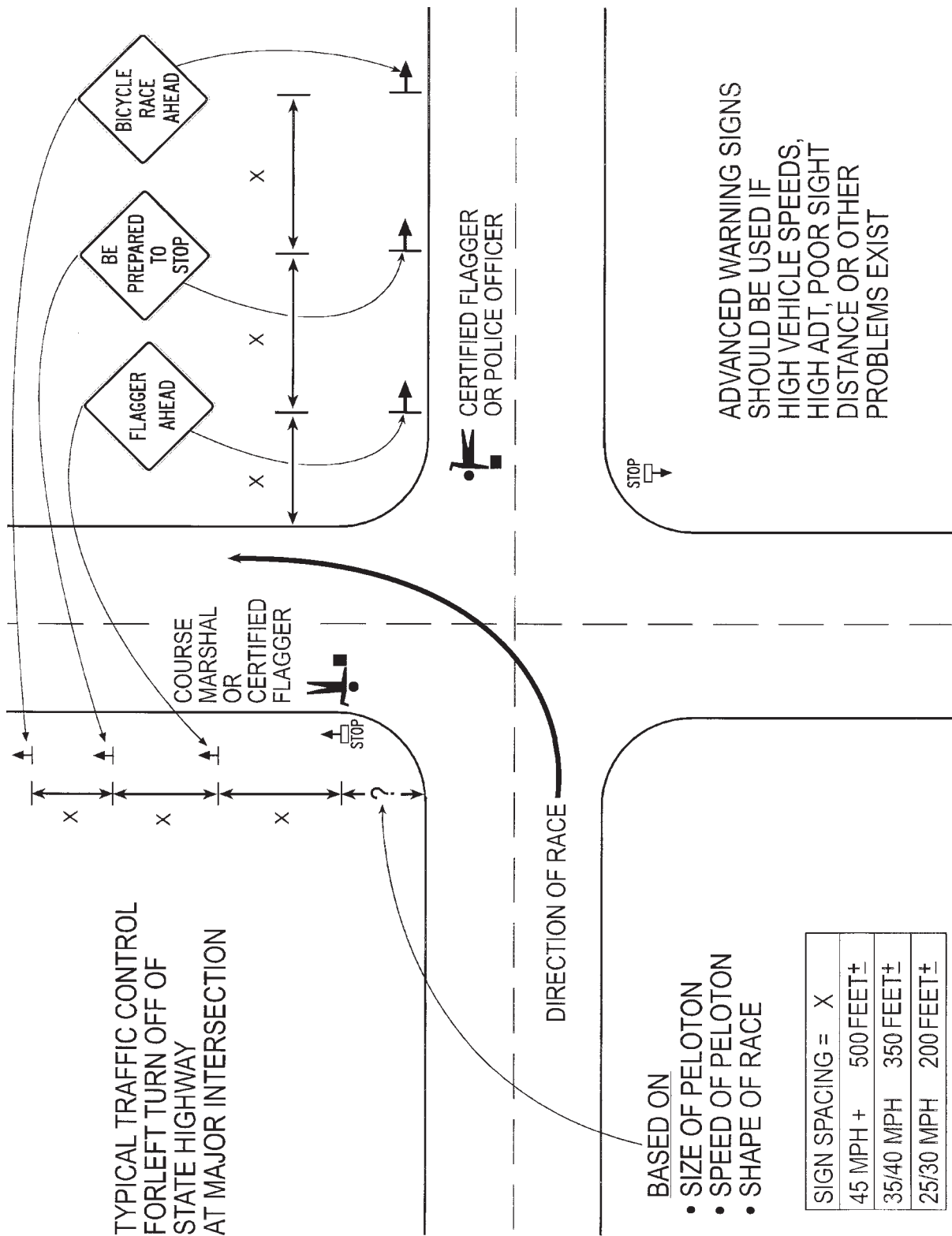
During Race

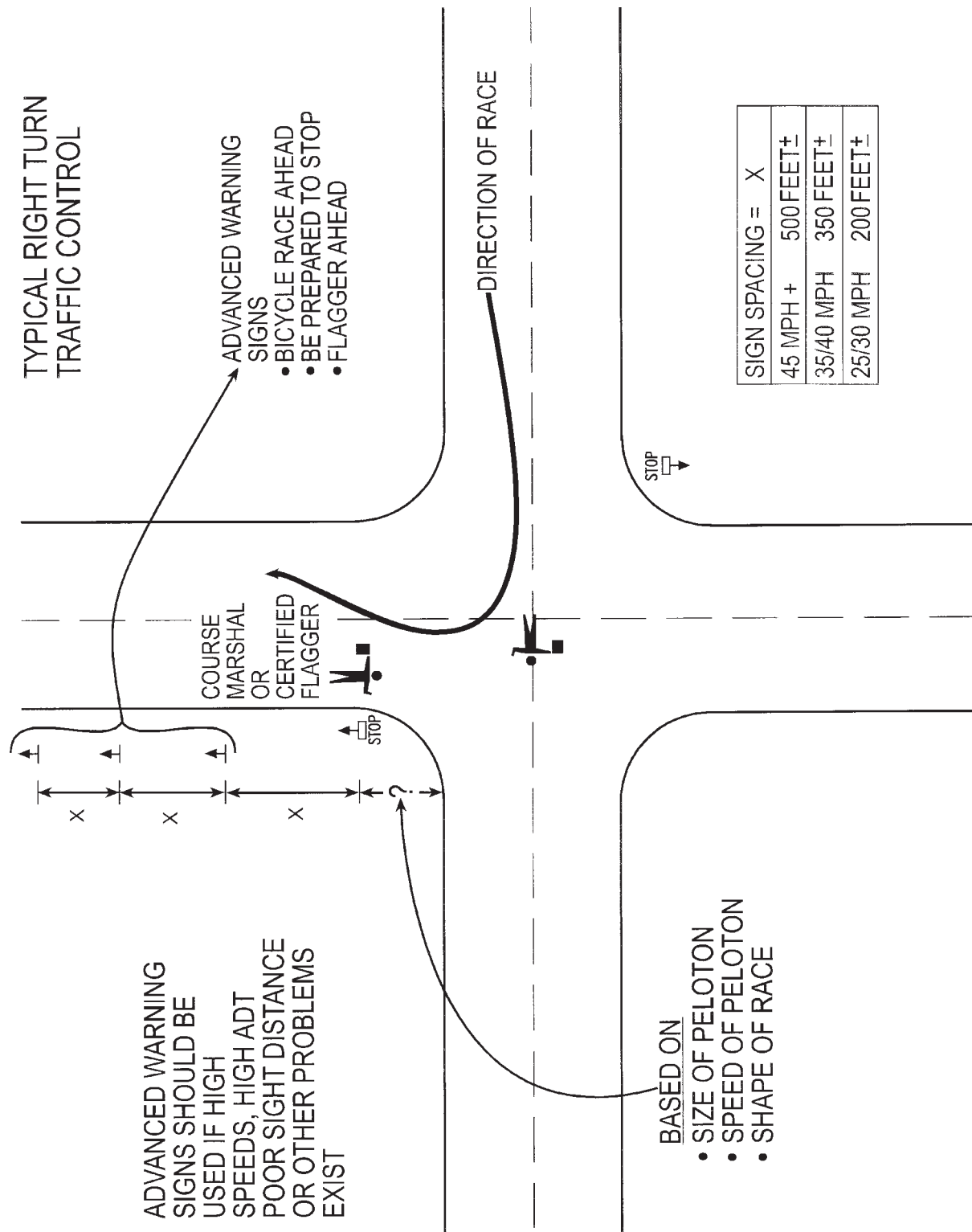


Appendix B

Illustration of Traffic Control Signs and Intersections







Appendix C

Washington State Department Of Transportation Traffic Offices

Northwest Region	WSDOT Traffic Office P. O. Box 330310 Seattle, WA 98113-9710 Phone (206) 440-4486
North Central Region	WSDOT Traffic Office P. O. Box 98 Wenatchee, WA 98801 Phone (509) 667-3080
Olympic Region	WSDOT Traffic Office P. O. Box 47440 Olympia, WA 98504-7440 Phone (360) 357-2670
Southwest Region	WSDOT Traffic Office P. O. Box 1709 Vancouver, WA 98668-1709 Phone (360) 905-2240
South Central Region	WSDOT Traffic Office P. O. Box 12560 Yakima, WA 98909-2560 Phone (509) 575-2552
Eastern Region	WSDOT Traffic Office 2714 North Mayfair Street Spokane, WA 99207-2090 Phone (509) 324-6550

Olympia Service Center Traffic Office

WSDOT Traffic Office
P. O. Box 47344
Olympia, WA 98504-7344
Phone (360) 705-7988

Appendix D

List of Acronyms

MUTCD	Manual on Uniform Traffic Control Devices
NORBA	National Off Road Bicycle Association
RCW	Revised Code of Washington
UCI	Union Cycliste Internationale
USA Triathlon	USA Triathlon, Inc.
USAC	USA Cycling, Inc.
USCF	United States Cycling Federation
WAC	Washington Administrative Code
WSBA	Washington State Bicycling Association
WSDOT	Washington State Department of Transportation
WSP	Washington State Patrol